

## BEDG Minutes

The minutes of a School Committee meeting constitute the written record of committee actions; they are legal evidence of what the action was. Therefore, the Secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment.

Copies of the minutes will be sent to all committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.

The minutes will become permanent records of the School Committee and will be in the custody of the clerk, who will make them available to interested citizens upon request at all reasonable times, except that minutes of executive sessions will be made available or kept confidential in accordance with the law. Copies shall also be available to the public in the Agawam Public Library.

LEGAL REFS.: M.G.L. 39:238; 66:10 Agawam City Charter, 9-11(c)

CONTRACT REF.: Agreement with AEA, "Committee Meetings"

CROSS REF.: KDB, Public Right To Know